

Appendix O

Scope of Work

Wisconsin Avenue Corridor Transportation Study
Scope of Work
Revised January 19, 2004

Purpose

The District Department of Transportation (DDOT) proposes to investigate transportation management improvements in the Wisconsin Avenue Corridor Area and traffic and parking management in surrounding neighborhoods. These efforts are in response to Ward 3 citizen concerns regarding traffic congestion, speeding, neighborhood cut through traffic, insufficient parking spaces in the study area, and the potential exacerbation of all these issues related to anticipated development in the Tenleytown Metro area.

The purpose of the study is to examine existing and future traffic conditions in the study area and to determine short-term and long-term traffic management and infrastructure improvements to reduce traffic congestion, especially during peak morning and evening travel hours and Saturday mid-day; improve traffic and pedestrian safety; and protect surrounding residential streets from traffic impacts.

Wisconsin Avenue Study Area

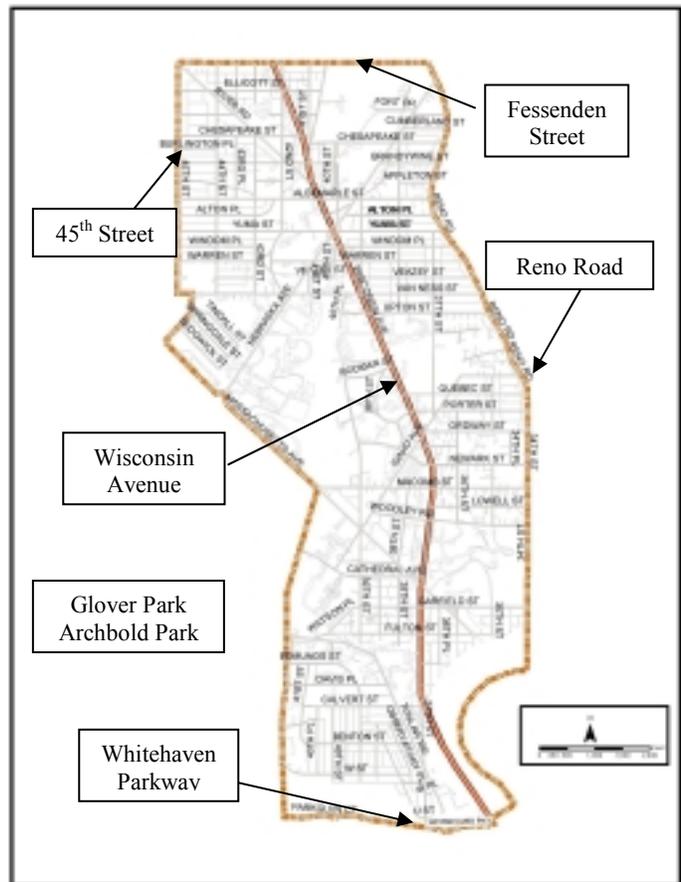
Study Area

The “study area” for this project is bordered mostly by the following streets:

- Fessenden Street to the north
- Reno Road to the east
- Whitehaven Parkway to the south
- Whitehaven Parkway/ Glover Park to the west

Definition of Work

The contractor will examine existing and projected traffic conditions in the study area and make recommendations to improve mobility and traffic safety. Over a 36-week period (assuming the project will begin in early August), the contractor will investigate current and future needs regarding vehicle, pedestrian and bicycle mobility, and safety and will work in close coordination with community stakeholders address their traffic and safety concerns.



The contractor shall prepare a proposed study scope of work, project schedule and proposed budget and submit these documents to the Project Manager at the end of week #1.

Description of Work to be Performed:

Task 1: Scoping Meeting

The contractor shall develop a meaningful community participation process that will consist of three sets of meetings with community stakeholders in the Wisconsin Avenue Corridor study area and one formal meeting with the appropriate representatives from DDOT administrations and DC Office of Planning (OP). The purpose of these meetings shall be to obtain input for development of the traffic management concept designs.

The first set of meetings will include Advisory Neighborhood Commissions 3B, 3C, 3E, and 3F, local community groups and stakeholders to discuss the proposed scope of work and schedule for the traffic study, and receive public comment. These meetings will be coordinated with a monthly ANC meeting for each ANC. (However, two of the four ANC monthly meetings overlap in date. We will work with the ANCs to coordinate the meetings.) In order to ensure maximum public participation, public meetings will be scheduled in the fall (assuming the project starts in August, 2004). The aim of this set of meetings will be to announce the project to the neighborhood, outline the projected timeframe for the study and introduce the contractor to community stakeholders. This set of meetings will also allow for community input in refining the study scope of work.

The second set of public meetings identified as Task 4 will occur after Task 2 has been completed but prior to completion of Tasks 3 through 6. The primary purpose of this set of meetings will be to present study findings and scenario analysis results. The third set of public meetings, identified as Task 9 will be held after Tasks 7 and 8 are completed. The purpose of this meeting will be to review and discuss preliminary improvement recommendations presented in a draft study report. A fourth meeting identified as Task 10 will be held with the appropriate representatives from the DDOT administration and OP. The purpose of this meeting will be to familiarize the appropriate DDOT personnel who will be working on the implementation phase with recommendations discussed in the draft report. With the assistance of DDOT and the OP, the contractor shall develop a project contact/ mailing list of parties within the study area and other interested parties. The contractor shall also post study information on the DDOT and/or OP websites.

The contractor will meet with DDOT staff and OP to identify two development scenarios to evaluate and compare the traffic impacts along Wisconsin Avenue Corridor based on the OP's *Upper Wisconsin Avenue Corridor Study*, 2004. For the section of the Wisconsin Avenue Corridor outside of the *Upper Wisconsin Avenue Corridor Study*, publicly available development proposal information (if any) will be used for the traffic impact assessment.

Scope changes identified in the first community meeting that would result in additional work (beyond the contingency elements defined below in Task 2) shall be discussed with DDOT and the OP as a potential change order.

Task #1 to be completed by the end Week 8

Task 2: Collect and Consolidate Data

The contractor will collect data on the following elements:

- Existing traffic volumes and level of service for roadway segments within the study area: this includes mapping, aerial photography, and other materials available from the DC Office of Planning, DC Department of Transportation Traffic Services and Transportation Planning, and other District and Federal government agencies.
- Field reconnaissance of the Wisconsin Avenue corridor area noting existing land uses, existing roadway geometric and traffic control conditions, traffic flow patterns, transit facilities and services, pedestrian facilities, bicycle facilities (if any), as well as opportunities and constraints pertaining to access from the intersecting sidestreets and driveways.
- Land use information from OP including number of proposed residences, square footage of proposed commercial and office space, number of proposed parking spaces, and projected vehicle trips per day for the scenarios (if available): the contractor shall utilize the information to prepare an analysis of the impact of the projected future traffic of these various proposed development scenarios.
- Turning movement counts at key intersections during the morning peak period and the afternoon peak period on typical weekdays and midday on Saturday: these key intersections should include all signalized intersections along Wisconsin Avenue within the study area, but are not limited to, the following intersections:
 1. Wisconsin Avenue and Fessenden Street (collected for Friendship Heights Transportation Study in April 2003)
 2. Wisconsin Avenue and Ellicot Street (same as #1)
 3. Wisconsin Avenue and Davenport Street
 4. Wisconsin Avenue and Brandywine Street
 5. Wisconsin Avenue at Whole Food/Metro Entrance
 6. Wisconsin Avenue and Albemarle Street
 7. Tenley Circle Location #1 (4 locations)
 8. Tenley Circle Location #2
 9. Tenley Circle Location #3
 10. Tenley Circle Location #4
 11. Wisconsin Avenue and Van Ness Street
 12. Wisconsin Avenue and Upton Street
 13. Wisconsin Avenue at Fannie Mae Parking Entrance
 14. Wisconsin Avenue and Rodman Street
 15. Wisconsin Avenue and Porter Street
 16. Wisconsin Avenue and Newark Street
 17. Wisconsin Avenue and Macomb Street
 18. Wisconsin Avenue and Woodley Road
 19. Wisconsin Avenue and Cathedral Avenue (signal only on southbound)
 20. Wisconsin Avenue and Massachusetts Avenue
 21. Wisconsin Avenue and Garfield Street
 22. Wisconsin Avenue and Edmunds Street
 23. Wisconsin Avenue and Calvert Street
 24. Wisconsin Avenue at Whole Food Entrance in Georgetown
 25. Wisconsin Avenue and Hall Place
 26. Wisconsin Avenue and Whitehaven Street

- 27. Wisconsin Avenue and Whitehaven Parkway
- 28. River Road and 42nd Street and Brandywine Street¹
- 29. Nebraska Avenue and Albemarle Street²

The list of key intersections will be refined during the initial scoping meeting with local ANC and neighborhood citizens. Up to ten (10) additional intersections from the neighborhoods can be accommodated within the proposed budget.

- Pedestrian counts at key intersections where turning movement counts will be collected on typical weekdays and midday on Saturday.
- Mechanical/continuous vehicle volume, speed and classification surveys at five locations in the study area, covering a one-week period: proposed locations to collect mechanical traffic counts are as follows:
 - North of Tenleytown Circle
 - Wisconsin Avenue
 - Nebraska Avenue
 - River Road
 - South of Tenleytown Circle
 - Wisconsin Avenue
 - Nebraska Avenue
- Travel time and delay studies along Wisconsin Avenue corridor during one typical weekday morning and one afternoon peak period and midday on Saturday.
- Spot speeding analysis for up to 5 neighborhood intersections which will be identified during public scoping meetings. Spot speed counts will be conducted during off-peak hours to identify any speeding problems through neighborhood streets.
- Generalized parking inventories and usage surveys for the areas within 0.25 miles from the Wisconsin Avenue corridor. The usage survey will include a typical weekday and one weekend day (Saturday).
- Queuing observations of traffic along the Wisconsin Avenue corridor on a typical weekday.
- Prepare a brief report summarizing findings of Task #2.

Task #2 to be completed by the end of Week 13

Task 3: Scenario and Development Impact Analysis (Wisconsin Avenue Corridor)

The contractor will prepare an impact analysis of the projected future traffic for no build and the three development scenarios within the same study boundary as in the Office of Planning's *Upper Wisconsin Avenue Corridor Study*. The scenarios will be defined through a collaborative effort of the contractor, DDOT and OP. The analysis results shall be discussed with DDOT and OP to refine preliminary short-term and long-term options. The contractor shall also prepare a

¹ This intersection is included due to its proximity and impact to Wisconsin Avenue.

² This intersection is included due to its proximity and impact to Wisconsin Avenue.

brief status report on the scenario analysis, which will be presented to the community at the second public meeting for review and comment.

The contractor will separately conduct an impact analysis of the proposed (approved) future development for the study area outside of the OP's study. The information for the approved future developments will be provided by DDOT and OP for further collaboration between the contractor and developers.

Task #3 to be completed by the end of Week 20

Task4: Public Meeting #2

The contractor shall schedule public meetings in two locations to ensure maximum participation. Meetings will include Advisory Neighborhood Commissions 3B, 3C, 3E and 3F, local community groups and stakeholders to review the findings of Task 2 and obtain community comment to ensure that all relevant traffic issues have been properly identified. The contractor shall also prepare a brief status report on scenario and development impact analysis and preliminary short-term and long-term options. They will be presented to the community at the public meetings for review and comment.

Task #4 to be completed by the end of Week 16

Task 5: Short-term Options

The contractor will analyze the current and future scenarios' vehicular, bicycle and pedestrian traffic conditions and identify short-term options which could be implemented within 12 months to improve mobility, safety and reduce congestion, such as traffic control measures, traffic calming measures, improved signage, signalization, channelization, etc. The contractor shall prepare a brief report summarizing their findings and recommended short-term improvements. As part of this analysis, the contractor will calculate the impact of each proposed improvement on mobility, safety, and level of service along the Wisconsin Avenue corridor and at the selected neighborhood intersections within the study area. The contractor shall also analyze average delays, queues and travel times along the corridor both with and without the recommended short-term options using Synchro software (traffic signal program).

Task #5 to be completed by the end of Week 24

Task 6: Long-term Options

The contractor will analyze the current and future scenario cases' traffic situations and identify long-term options to improve mobility, safety and reduce congestion, such as road widening, intersection modification and other long-term improvements which would take longer than 12 months to implement. The contractor shall also identify methods of improving transit, pedestrian and bicycle connections. The contractor shall prepare a brief report summarizing findings and recommended long-term improvements. As part of this analysis, the contractor will calculate the impact of each proposed improvement on mobility, safety, and level of service along the Wisconsin Avenue corridor and at the selected neighborhood intersections within the study area. The contractor shall also analyze average delays, queues and travel times along the major

corridor both with and without the recommended long-term options using Synchro software (traffic signal program).

Task #6 to be completed by the end of Week 24

Task 7: Short-term and Long-term Improvement Recommendations

Working with DDOT and OP and with inputs/comments from the second set of public meetings, the contractor will develop a single set of the most likely short-term and long-term traffic improvement options for the study area.

Task #7 to be completed by the end of Week 28

Task 8: Draft Report

The contractor will prepare a draft report of findings and recommendations regarding traffic and safety improvements from Tasks 2 through 7, including preliminary planning cost estimates and schedules for recommended short and long-term improvements, and make 20 copies available to District Department of Transportation (DDOT). DDOT will provide 2 copies each to ANC 3B, 3C, 3E, 3F. Copies will also be available at the Tenley-Friendship Branch Library at 4450 Wisconsin Avenue, NW and at the DDOT offices at the Reeves Center. Approximately two weeks public review time will be allowed for comments followed by a public meeting.

Task #8 to be completed by the end of Week 28

Task 9: Meeting #4

The contractor will conduct a final meeting to review the draft report with the appropriate representatives from DDOT administrations and OP. The purpose of this meeting is to familiarize the appropriate DDOT personnel who will be working on the implementation phase of the recommendations.

Task #9 to be completed by the end of Week 30

Task 10: Public meeting #3

The contractor will conduct a third set of public meetings to review options with the ANC 3B, 3C, 3 E, 3F community groups and other stakeholders to present preliminary short-term and long-term improvement recommendations discussed in the draft report. Public comments received during the public meeting will be considered in the final report.

Task #10 to be completed by the end of Week 34

Task 11: Final Report

The contractor shall incorporate comments from the public meeting and District and Federal agencies into a final report, including budget estimates and schedules for recommended short and long term improvements, and make 20 copies available to District and Federal agencies, and stakeholder groups.

Task #11 to be completed by the end of Week 36

Deliverables

- ◆ Detailed scope of work and study schedule and project budget.
- ◆ Draft report on findings and preliminary list of recommended short-term and long-term improvements
- ◆ Draft report of short-term and long-term improvements
- ◆ Final report of short-term and long-term improvements
- ◆ Visual aids including maps or aerial photos of study area as needed
- ◆ Monthly progress reports

Coordination

The consultant will work closely with the DPW/DDOT/Traffic Services Administration, ANC 3B, 3C, 3E and 3F, community groups, stakeholders and the DC Office of Planning.

Key Dates/Schedule (Also see schedule in graphics format.)

Note: Schedule is based on an assumption that the study will start in August, 2004.

Weeks 5-7: Conduct a scoping meeting with ANC 3B, 3C, 3E and 3F, community groups and stakeholders

Weeks 4-13: Determine existing conditions and level of service for roadway segments within the study area.

Weeks 12-20: Scenario Analysis and Development Impact Analysis

Weeks 14-15: Public Meeting #2 (Study Findings and Preliminary Improvement Suggestions)

Weeks 12-24: Identify short-term and long-term improvements to improve mobility, safety and reduce congestion

Weeks 25-28: Determine Short-term and Long-term Improvement Recommendations

Weeks 21-28: Draft Report

Weeks 29-30: Public Meeting #3 (Draft Report and Improvement Recommendations)

Weeks 31-33: Meeting #4 (Implementation meeting with DDOT)

Weeks 31-36: Final Report